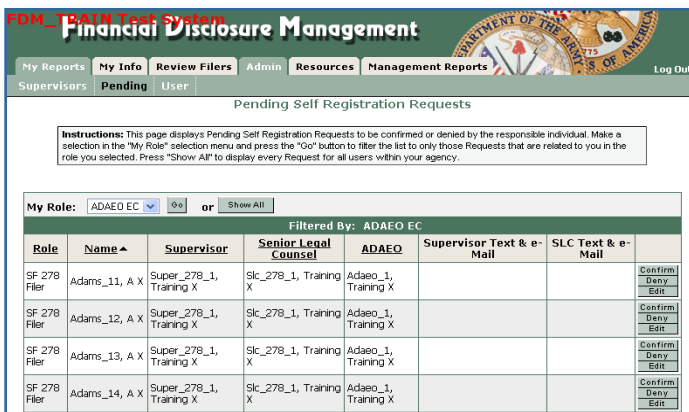


Overview

An FDM Filer or Supervisor who self registers is **pending** until their registration is confirmed. The following roles in FDM can confirm and deny pending registrations: ADAEO, Senior Legal Counsel (SLC), SLC Assistant, Ethics Counselor, Supervisor and a Supervisor's Assistant.

Pending Filers cannot eSign or submit their reports until their registration is confirmed. Likewise, pending Supervisors cannot review disclosure reports until their registration is approved. Automatic e-mail notifications are sent to the FDM Filer, Supervisor and Senior Legal Counsel any time changes are made to a pending registrant or confirmed registrant.

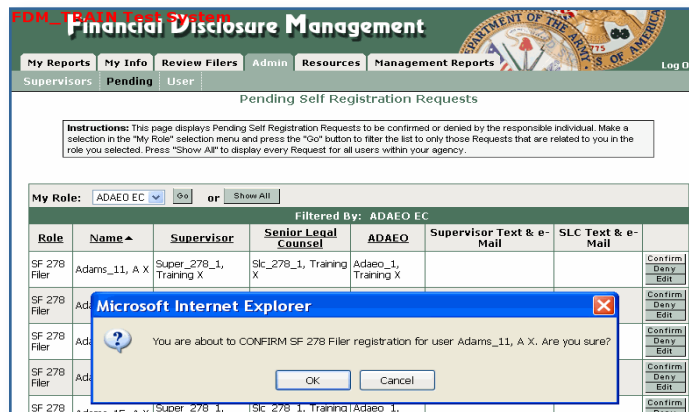


Role	Name	Supervisor	Senior Legal Counsel	ADAEO	Supervisor Text & e-Mail	SLC Text & e-Mail	
SF 278 Filer	Adams_11, A X	Super_278_1, Training X	Slc_278_1, Training X	Adaeo_1, Training X			Confirm Deny Edit
SF 278 Filer	Adams_12, A X	Super_278_1, Training X	Slc_278_1, Training X	Adaeo_1, Training X			Confirm Deny Edit
SF 278 Filer	Adams_13, A X	Super_278_1, Training X	Slc_278_1, Training X	Adaeo_1, Training X			Confirm Deny Edit
SF 278 Filer	Adams_14, A X	Super_278_1, Training X	Slc_278_1, Training X	Adaeo_1, Training X			Confirm Deny Edit

Locating the Pending Filer List

- Once logged in to FDM, select the **Admin** tab to view a list of pending self-registration requests.
- Select your role from the My Role drop-down list and click **Go**. A listing of your pending filers is displayed.

Pending registrations are listed based on your role in FDM. If you have multiple roles within FDM, click on the drop-down list beside the My Role list and select the role for which you have pending registrants.



Confirming a Pending Registrant

- Click **Confirm** to the right of registrant name to confirm their registration. A message displays confirming that you wish to approve this request.
- Click **OK**. The Pending Self-Registration Requests page is displayed. The FDM Pending Registrant receives an e-mail message indicating that their registration has been confirmed.

Denying a Registration

You can deny a pending registration in FDM if the person does not need to file a disclosure report.

1. On the Pending Self-Registration Requests page, click **Deny** to the right of the registrant's name. A message displays confirming that you wish to deny the registration.
2. Click **OK**. The Pending Self-Registration Requests page is displayed.

Important Information

Any draft reports that were created by the Pending Registrant are automatically deleted when registration is denied.

Financial Disclosure Management

My Reports | My Info | Review Filers | Admin | Resources | Management Reports

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Pending Self Registration Requests

Instructions: This page displays Pending Self Registration Requests to be confirmed or denied by the responsible individual. Make a selection in the "My Role" selection menu and press the "Go" button to filter the list to only those Requests that are related to you in the role you selected. Press "Show All" to display every Request for all users within your agency.

My Role: ADAEO EC [Go] or [Show All]

Filtered By: ADAEO EC

Role	Name	Supervisor	Senior Legal Counsel	ADAEO	Supervisor Text & e-Mail	SLC Text & e-Mail	
SF 278 Filer	Adams_11, A X	Super_278_1, Training X	SLC_278_1, Training X	Adaeo_1, Training X			Confirm Deny Edit
SF 278 Filer	Adams_11, A X	Super_278_1, Training X	SLC_278_1, Training X	Adaeo_1, Training X			Confirm Deny Edit
SF 278 Filer	Adams_11, A X	Super_278_1, Training X	SLC_278_1, Training X	Adaeo_1, Training X			Confirm Deny Edit
SF 278 Filer	Adams_11, A X	Super_278_1, Training X	SLC_278_1, Training X	Adaeo_1, Training X			Confirm Deny Edit

Microsoft Internet Explorer

You are about to DENY SF 278 Filer registration for user Adams_11, A X. Are you sure?

OK Cancel

Changing a Supervisor or Senior Legal Counsel for a Filer

1. On the Pending Self-Registration Requests page, click **Edit** to the right of the registrant's name. The Edit Filer page displays.
2. Click **Change** beside the current Supervisor or Senior Legal Counsel name. The Select Supervisor or Senior Legal Counsel page displays.
3. Type your search criteria in the appropriate fields and click **Search**. A listing of matching FDM user names is displayed.
4. Click **Select** beside the appropriate name. The Edit Filer page is displayed.
5. Click **Save**. The Pending Self-Registration Requests page is displayed.

Financial Disclosure Management

My Reports | My Info | Review Filers | Admin | Resources | Management Reports

Supervisors | Pending | User | Log Out

Edit SF 278 Filer Adams_11, A X.

Instructions: Specify the following relationships for the filer.

Attribute	Value
Last Name	Adams_11
First Name	A
Middle Name	X
e-Mail	a_adams_11@us.army.mil
Organization	
Phone	000-000-0000
Agency	Army

Supervisor: Super_278_1, Training X. [Change]

Senior Legal Counsel: SLC_278_1, Training X. [Change]

ADAEO (only required for SF 278): Adaeo_1, Training X. [Change]

[Save] [Cancel]

Confirming a Registrant

6. Click **Confirm** to the right of registrant's name. A message displays confirming that you wish to approve this request.
7. Click **OK**.